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ABSTRACT

In 1977 the Public Library Commission, in conjunction with the State Library of Pennsylvania, received a Library Services and Construction Act, Title III Grant to conduct a feasibility study of technical service operations in various types of libraries within Beaver County. Its objectives were to: (1) analyze existing library materials purchasing procedures of college, public, and special libraries; (2) analyze the cataloging practices of those libraries; (3) analyze the existing processing methods; and (4) make recommendations as to the feasibility of consolidating or coordinating activities which include OCLC bibliographic network capabilities. Questionnaires were sent to each of the various types of libraries. Literature searches were done, as well as a complete review and cost analysis of the library materials purchasing practices. Recommendations include: (1) the establishment of a centralized processing center for the libraries of Beaver County; (2) the appointment of a technical services advisory council to consist of members of participating libraries and a member of the Public Library Commission. Letters and questionnaires used to gather data are appended. (Author/AWP)

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A FEASIBILITY STUDY FOR
CONSOLIDATING AND/OR COORDINATING
TECHNICAL PROCEDURES IN
BEAVER COUNTY PENNSYLVANIA
LIBRARIES

by

James W. Fry

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Harrisburg

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ACKNOWLEDGMENT

This study of the technical service operations of the Beaver County libraries was a joint effort on the part of the participating libraries, the State Library of Pennsylvania, the Beaver County Public Library Commission, the administration of the Beaver County Federated Library System, and the consultant.

The assistance of all those who contributed their time and efforts is gratefully acknowledged.

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CHAPTER I

INTRODUCTION

A. BACKGROUND

In 1971 the Beaver County Board of Commissioners established the Public Library Commission. The Library Commission is composed of seven members appointed to a three year term. The Commission oversees the administration and operation of the Library System, a federation of local public libraries which by contractual agreement serve all the residents of the county.

The Library Commission's contribution to library service in Beaver County is evidenced by its numerous accomplishments.

Since 1972, when it was formally established, the Commission has distributed over \$337,000 in county aid payments to the nine local public libraries participating in the Beaver County Federated Library System. In 1976 the Commission initiated bookmobile service to institutional and rural residents of Beaver County. The response to this

traveling library program has been "overwhelming in support of this service."¹

B. OBJECTIVES

In early 1977, the Public Library Commission, in conjunction with the State Library of Pennsylvania received a Library Services and Construction Act, Title III Grant to conduct a feasibility study of technical service operations in various types of libraries within Beaver County. The objectives of this study were to:

1. Analyze the existing library materials purchasing procedures of college, public, public school and special libraries in Beaver County to the extent each is capable of cooperating in this project;
2. Analyze the existing cataloguing practices in the above types of libraries;
3. Analyze the existing processing methods in the above types of libraries;
4. Based on research of the above analyses, make specific recommendations as to the

¹ Beaver County Public Library Commission. Annual Report 1976, p. 5.

feasibility (on a cost benefit basis)
of either consolidating or coordinating
activities which include Ohio College
Library Center bibliographic network
capabilities.

C. SCOPE OF THE STUDY

In order to accomplish these objectives, the following
tasks were undertaken:

1. A review of the literature of similar studies
conducted by other libraries was made prior
to the actual analysis of operations and
procedures of Beaver County libraries;
2. A complete review and cost analysis of the
library materials purchasing practices in
the various types of libraries in Beaver
County libraries;
3. A complete review and cost analysis of
existing cataloguing procedures in the
various types of libraries in Beaver County;
4. A complete review and cost analysis of
existing processing procedures in the
various types of libraries in Beaver County;

5. An examination of possible alternatives to existing library practices which includes cost projections and possible benefits to be derived from said alternatives.

D. METHODOLOGY

The consultant began work on this study in the summer of 1977. In July a meeting was held with Mr. Frank E. Virostek, Coordinator of the Beaver County Federated Library System. During this meeting, on-site visits were made with the System Coordinator to each public library, two academic and three special libraries. A survey questionnaire was developed in August and distributed to each of the various types of Beaver County libraries (public, special, school and academic). During September, the consultant visited each of the participating libraries and discussed questions regarding the questionnaire. Thirty-three of the thirty-four libraries were visited. It was not possible to ascertain the questionnaire data for one school library because of a strike. The advantage of the on-site questionnaire gathering process was that it allowed for clarification and uniformity in analyzing the questionnaire data.

In determining the present costs of library technical service operations, two cost factors were of

primary importance: (1) personnel, including number of staff, salaries and fringe benefits; and, (2) supplies, those items used in a normal technical service operation (catalog cards, book jackets, pockets, etc.), including commercial processing kits and services. Building space, maintenance, and equipment depreciation were not included as costs incurred.

The analysis and recommendations in this study are based primarily on responses to the survey questionnaire.

E. PARTICIPATING LIBRARIES

Each of the following participating libraries were visited at least once during the course of this study.

PUBLIC LIBRARIES

B. F. Jones Memorial Library
663 Franklin Avenue
Aliquippa, Pa. 15001
Librarian: Mr. Frank Virostek

Laughlin Memorial Free Library
11th and Maplewood Avenue
Ambridge, Pa. 15003
Librarian: Mrs. Alyce Grubbs

Baden Memorial Library
385 State Street
Baden, Pa. 15005
Librarian: Mrs. Margaret Russell

Beaver Area Memorial Library
100 College Avenue
Beaver, Pa. 15009
Librarian: Mrs. Diane Wakefield

Carnegie Free Library
1301 7th Avenue
Beaver Falls, Pa. 15010
Librarian: Mr. Karl Hellicher

Freedom Public Library
Eighth Avenue, Box 65
Freedom, Pa. 15042
Librarian: Mrs. Frances Ambrose

PUBLIC LIBRARIES (Cont.)

Carnegie Free Library
Ninth and Beaver Avenue
Midland, Pa. 15059
Librarian: Miss Carolyn Karcher

Monaca Library
1018 Pennsylvania Avenue
Monaca, Pa. 15061
Librarian: Mrs. Charlotte Shannon

New Brighton Public Library
Merrick Building
5th Avenue and 11th Street
New Brighton, Pa. 15066
Librarian: Mrs. Elizabeth Mowry

Rochester Public Library
252 Adams Street
Rochester, Pa. 15074
Librarian: Mrs. Doris Cookson

Beaver County Travelling Library
2020 Main St.
Aliquippa, Pa. 15001
Librarian: Miss Colleen Tabacchi

ACADEMIC AND SPECIAL LIBRARIES

Community College of Beaver County
College Drive
Monaca, Pa. 15061
Librarian: Mrs. Carol Vukovich

Beaver Campus
Penn State University
Monaca, Pa. 15061
Librarian: Ms. Ruth Steele

McCartney Library
Geneva College
Beaver Falls, Pa. 15010
Librarian: Mr. Gerald Moran

Medical Center of Beaver County
Rochester Unit
Hull Street
Rochester, Pa. 15074
Librarian: Mrs. Pat Coghlan

Beaver County Law Library
Court House
Beaver, Pa. 15009
Librarian: Mrs. Jean Watson

ARCO Polymers
Frankfort Rd.
Monaca, Pa. 15061
Librarian: Miss Christy McSwain

Michael Baker Jr., Inc.
4301 Dutch Ridge Road
Beaver, Pa. 15009
Librarian: Mr. Emil Rumisek

St. Joe Minerals
Box A
Monaca, Pa. 15061
Librarian: Miss Linda Spence

SCHOOL LIBRARIES

Aliquippa Senior High School
Harding Ave.
Aliquippa, Pa. 15001
Librarian: Mrs. Carol Rubis

Ambridge Senior High School
909 Doss Ave.
Ambridge, Pa. 15003
Librarian: Mrs. Burdell Campbell

Beaver Area Senior High School
Gypsy Glen Rd.
Beaver, Pa. 15009
Librarian: Mrs. Norma McBride

Beaver Falls Senior High School
17th Street and 8th Avenue
Beaver Falls, Pa. 15010
Librarian: Mrs. Hazel Sheffield

Blackhawk High School
500 Blackhawk Road
Beaver Falls, Pa. 15010
Librarian: Mr. Leonard D. Davis

Center Township High School
Baker Rd.
Monaca, Pa. 15061
Librarian: Mr. Walter Kucharski

Freedom Senior High School
19th Street
Freedom, Pa. 15042
Librarian: Mrs. Rozan L. Antonetti

Hopewell Senior High School
1215 Longvue Ave.
Aliquippa, Pa. 15001
Librarian: Miss Christine McIlvain

Lincoln High School
Midland, Pa. 15059
Librarian: Miss Carolyn Karcher

Monaca Junior-Senior High School
1500 Allen Avenue
Monaca, Pa. 15061
Librarian: Mrs. Madelyn Schleiger

New Brighton High School
Penn Ave.
New Brighton, Pa. 15066
Librarian: Mrs. Cathy L. Smith

Rochester Junior-Senior High School
540 Reno Street
Rochester, Pa. 15074
Librarian: Mr. David T. Woodling

South Side High School
R. D. #1, Box 410
Hookstown, Pa. 15050
Librarian: Mrs. Mabel Herron

Western Beaver Cty. Jr.-Sr. High School
Box 500, R. D. #2
Industry, Pa. 15052
Librarian: Mrs. Mary Alice Safford

CHAPTER II

LITERATURE SEARCH

Processing centers were largely nonexistent prior to the passage of the Library Services Act in 1956. The Act provided monies for the establishment of numerous centers throughout the country. During the decade of the 1960's, the literature concerning cooperative processing centers was abundant. In 1960 Maurice Tauber, one of America's foremost library scholars and administrators, characterized the literature of centralized cataloguing as "largely philosophical, historical, polemical and descriptive,"¹

This characterization remains true today in that, for the most part, research has continued after the establishment of a centralized center. One of the more notable exceptions is Sarah K. Vann's 1967 Southeastern Pennsylvania Processing Center Feasibility Study. The study had as its major purpose "to consider acquisition

¹ F. William Summers, "State Libraries and Centralized Processing." Library Resources & Technical Services. Vol. 14, No. 2 (Spring 1970), p. 272.

and centralized processing specifically in terms of service to the Philadelphia Library District, and potentials for services on a larger service area basis."² While the study analyzed the feasibility of establishing a centralized processing program for the Philadelphia Library District and examined numerous processing programs throughout the country, it failed to include a cost study of the in-house acquisition, cataloguing, and processing activity of those libraries in the district. This is crucial. Unless libraries are aware of their in-house technical service expenditures, it is impossible to draw a valid analysis of the cost effectiveness of establishing a cooperative program.

In 1971, Dr. Peter Hiatt, in an Indiana library study series report, noted that many libraries have no real concept of their own internal cataloguing costs and no real feel for cost analysis. Consequently, commercial or processing center charges may seem high to these libraries, when these charges are, in fact, quite reasonable and cheaper than the library's present costs.³ Even today, this observation remains true.

An in-depth analysis of centralized processing centers

² Sarah K. Vann, Southeastern Pennsylvania Processing Center (Harrisburg: The Pennsylvania State Library, 1967), p. ix.

³ Peter Hiatt, Centralized Processing for Indiana Libraries (Indianapolis: The Indiana State Library, 1971), p. 15.

studies that occurred during the 1960's is not applicable to this study since the application of the new technology, namely the Ohio College Library Center (OCLC), was nonexistent at that time.

The Ohio College Library Center was chartered by the State of Ohio in July 1967 as a not-for-profit corporation. Its principal objective is to increase the availability of library resources to users of the participating libraries, while at the same time lower the rate of rise of per-unit library costs. In March 1973, OCLC extended its services outside of Ohio. Presently OCLC provides an on-line union catalog and shared cataloging, which is utilized by over 900 libraries throughout the United States. OCLC has eliminated the need for the processing centers to maintain large staff and multilith operations.

The literature of the 1970's concerning cooperative processing has decreased. During this period, state library agencies began to concentrate their efforts and resources on the development of multicounty cooperatives, improved reference and interlibrary loan services, book grants, and more recently, network development.

In addition to researching the standard library resource tools, the consultant also utilized the Ohio State University Libraries' Mechanized Information Center (MIC). This computer base operation includes information from the following data

bases: Current Index to Journals in Education (CIJE), which consists of articles from over 700 journals; Resources in Education (RIE), which includes research reports, papers, bibliographies, and books; Library of Congress Machine-Readable Catalog (MARC); and the Social Sciences Citation Index (SSCI).

The system was queried in June and September with the following search terms:

Acquisition, Library, Centralization;
Acquisition, Library, Cooperation;
Acquisition, Library, Costs;
Cataloguing, Library, Centralization;
Cataloguing, Library, Cooperation;
Cataloguing, Library, Costs;
Ohio College Library Center;
Technical, Processes, Centralization;
Technical, Processes, Cooperative;
Technical, Processes, Costs.

Of the 189 citations provided by the data base search, less than 10 had application to this study.

In June 1977, the American Library Association Resources Technical Services Division/Technical Services Directors of Processing Centers Discussion Group published a list of "Cooperative Regional Centralized Processing Centers." The list was compiled from information supplied by state library

agencies. A cooperative center is defined as "serving one or more governmentally separate library units, including school, academic, state agency, special public libraries, or a combination of these." The list is intended to update the 1966 RTSD/Regional Processing Committee list. This list is a basis for an in-depth survey to be conducted in 1978 and will lead to the publication of a directory of processing centers operating in the United States. The directory will provide a wide range of comparative information on operating costs, personnel, automation and other useful information to processing center administrators and to those interested in starting a processing center.

As of October 1977, the following processing centers are currently in operation throughout the United States:

COOPERATIVE REGIONAL CENTRALIZED PROCESSING CENTERS
A Preliminary List

ALASKA

Alaska State Library
Processing Center
Pouch G
Juneau, Alaska 99811
Phone 907-465-2940
Administrator: Jennie Riggen

ARIZONA

Flagstaff City-Cononino
County Library
11 West Cherry
Flagstaff, Arizona 86001
Phone 774-5281 ext. 778
Administrator: Ava Chartz

Chochise County Library
Drawer AK
Bisbee, Arizona 85603
Phone 432-5759
Administrator: Wendy Penrose

ARIZONA (Cont.)

Arizona Department of Library,
Archives and Public Records
Library Extension Service
2219 South 48th St., Suite D
Tempe, Arizona 85282
Phone 271-5841
Administrator: Sharon Scott

Pima Community College Learning
Resource Center
2202 W. Anklam Road
Tucson, Arizona 85709
Phone 884-6607
Administrator: Shirley Wicklund

Maricope County Community College
District
Library Technical Services
2325 East McDowell Road
Phoenix, Arizona
Phone 275-3301
Administrator: Mary Ann Ryan

ARKANSAS

Arkansas Library Commission
Centralized Processing Center for Public Libraries
506-1/2 Center St.
Little Rock, Arkansas 72201
Administrator: Mrs. Cynthia Pitts

CALIFORNIA

North Bay Cooperative Library
System Processing Center
Third & E Streets
Santa Rosa, California 95404
Phone 707-545-0831
Administrator: John Richmond

Ventura Processing Center for
the Black Gold Libraries
651 E. Main St.
Ventura, California 93009
Phone 808-648-6131 ext. 2620
Administrator: Dixie Adeniran

DELAWARE

Newcastle Processing Center
c/o Wilmington Institute for Libraries
10th & Market Street
Wilmington, Delaware 19801
Administrator: Mark Titus

GEORGIA

Cooperative College Library Center, Inc.
159 Forrest Avenue, N. E.
Atlanta, Georgia 30303
Phone 404-659-6886
Administrator: Hillis Davis

HAWAII

Centralized Processing Center
690 Pohukaina Street
Honolulu, Hawaii 96813
Phone 808-537-6381
Administrator: Mr. Takashi Akimoto

ILLINOIS

Illinois Library Materials
Processing Center
4036 East State Street
Rockford, Illinois 61108
Administrator: Julian Bruening

Bur Oak Library System
405 Earl Road
Shorewood, Illinois 60436
Administrator: Peter J. McElhinney

Lewis & Clark Library System
P. O. Box 368
Edwardsville, Illinois 62025
Administrator: Neil C. Flynn

INDIANA

Crawfordsville Processing Center
1400 Ladoga Road
Crawfordsville, Indiana 47933
Administrator: Ed Stockey

IOWA

Library Processors, Inc.
225 Second Street, S. E.
Mason City, Iowa 50401
Phone 515-423-1101
Administrator: Martha Meyer

KANSAS

Central Kansas Library System
1409 Williams
Great Bend, Kansas 67530

Manhattan Public Library
Juliette & Poyntz
Manhattan, Kansas 66502

Kansas City Public Library
625 Minnesota
Kansas City, Kansas 66101

Topeka Public Library
1515 West 10th
Topeka, Kansas 66604

KENTUCKY

Technical Services Division
Department of Library and Archives
Box 537
Frankfort, Kentucky 40601
Administrator: Mrs. Elizabeth S. Gattis

LOUISIANA

Louisiana State Library
Processing Center
760 Riverside North
Baton Rouge, Louisiana 70821
Phone 504-389-6651
TWX 510-933-3539
Administrator: Betty Lou Roundtree

MARYLAND

Maryland Materials Center
685 South Salisbury Blvd.
Salisbury, Maryland 21801
Phone 749-3480
Administrator: Lee Meinersmann

MASSACHUSETTS

Western Region Public Library System
Springfield City Library
220 State Street
Springfield, Mass. 01103
Phone 413-732-3115
Administrator: Bruce Baker
(all public libraries)

Consortium for Information Resources
West Suburban Hospital Association
Hope Avenue
Waltham, Mass. 02184
Phone 617-890-6550
Administrator: Miss Laurel Ackles
(hospital libraries)

MASSACHUSETTS (Cont.)

Boston Public Library Cooperative
Cataloguing Program
Copley Square
Boston, Mass. 02117
Phone 617-536-5400
Administrator: William Kelley
(public & university)

MICHIGAN

A. V. & Library Services
Processing Center
Portage Public Schools
8111 S. Westnedge Avenue
Portage, Michigan 49081
Phone 616-327-3081
Director: Ms. Judith Steepleton

Flint Public Library Processing
Center
1026 E. Kearsley St.
Flint, Michigan 48503
Phone 313-232-7111
Chief, Technical & Extended
Services: Arthur S. Ricketts
Head of Processing Division:
Edith Prunty Spencer

Wayne Oakland Federated
Library System
Central Processing Department
33030 Van Born Road
Wayne, Michigan 48184
Administrator: Douglas A.
Whittaker

Macomb County Library
21930 Dunham Road
Mt. Clemens, Michigan 48043
Phone 313-469-5300
Director: Thomas Alford
Head, Processing Division:
Douglas Watson

MINNESOTA

Hennepin County Library
7001 York Avenue South
Edina, Minnesota 55441
Phone 612-830-4944
Director: Robert H. Rohef
Technical Services Manager:
Jerry Pennington

Le Sueur-Waseca Regional Library
408 North State St.
Waseca, Minnesota 56093
Phone 507-835-2910
Technical Processing Supervisor:
Miss Alice Haraldson

Lake Agassiz Regional Library
Box 699
Moorhead, Minnesota 56560
Phone 218-233-7594
Director: Ron R. Dickerson

East Central Regional Library
244 South Birch St.
Cambridge, Minnesota 55008
Director: Janet Alexander
Technical Services Head:
Mary Ann Hoehn

Crow River Regional Library
410 W. Fifth
Willmar, Minnesota 56201
Phone 612-235-3162
Director: Burton Sundberg

MINNESOTA (Cont.)

Mankato State University
Library - Media System
Mankato, Minnesota 56001
Phone 507-389-6021
Director of Libraries: Dale K. Carrison

MISSISSIPPI

Mississippi Library Commission
Technical Services
810 West Capitol Street
Jackson, Mississippi 39203
Phone 601-354-6377
Administrator: Linda Allman

Harrison County Library System
Technical Processing Center
P. O. Box 4018
Gulfport, Mississippi 39501
Phone 601-868-1383
Administrator: David Cole

MISSOURI

Library Services Center of
Missouri
715 Dix Road
Jefferson City, Missouri 65101
Phone 314-635-6412
Administrator: Leoba Hueste

Southwest Missouri Library
Services, Inc.
Box 69
Bolivar, Missouri 65613
Phone 417-326-4395
Administrator: Mrs. Mae Brown

NEVADA

Cooperative Services Division
Nevada State Library
2351 Arrowhead Dr.
Carson City, Nevada 89701
Phone 702-885-5150
Administrator: Mrs. Rae Clemison

NEW JERSEY

Paterson Public Library
250 Broadway
Paterson, N. J. 07501
Phone 201-742-3845
Administrator: Morton Wasserman

Camden County Free Library
Echelon Urban Center
Urban Road
Voorhees, N. J. 08043
Phone 609-772-1636
Administrator: Nina S. Ladof

NEW JERSEY (Cont.)

Somerset County Library
County Administration Bldg.
Somerville, N. J. 08876
Phone 201-725-4700 ext. 234
Administrator: June B. Adams

Free Public Library of Woodbridge
George Frederick Plaza
Woodbridge, N. J. 07095
Phone 201-634-4450
Administrator: Edwin P. Beckerman

NEW YORK

North Country Library System
Box 192
Watertown, N. Y. 13601
Phone 315-782-5540
Coordinator, Central Services:
Mrs. Erma M. Hover

Monroe County Library System
115 South Avenue
Rochester, N. Y. 14604
Assistant Director for Consultant
and Technical Services:
Mrs. Linda Bretz

Schenectady County Public Library
Liberty & Clinton Streets
Schenectady, N. Y. 12305
Director: Ronald L. Lagasse
Phone 518-382-3543
Head of Acquisitions & Processing:
James Foley
Phone 518-382-3531

Finger Lakes Library System
314 North Cayugo St.
P. O. Box 219
Ithaca, N. Y. 14850
Phone 607-273-4074
Director: William T. Weitzel
Head of Processing Dept.:
Edward Ormondroyd

Clinton-Essex-Franklin Library
System
17 Oak St., P. O. Box 570
Plattsburgh, N. Y. 12901
Phone 518-563-5190
Director: Stanley A. Ransom

Mid-York Processing Center
1600 Lincoln Avenue
Utica, N. Y. 13502
Phone 315-738-8328
Director: Alfred C. Hasemeier

Mohawk Valley Library Association
858 Duaneburg Road
Schenectady, N. Y. 12306
Phone 518-355-2010
Director: Anthony Messineo

Nioga Library System
1425 Main Street
Niagara Falls, N. Y.
Phone 716-285-1223
Director: Miss Ann Ohanesian

Southern Adirondack Library System
22 Whitney Place
Saratoga Springs, N. Y. 12866
Phone 518-584-7300
Director: Florence E. Harshe

Four County Library System
Club House Road
Binghamton, N. Y. 13903
Director: Marcus A. Wright

NORTH CAROLINA

Processing Center Branch
Technical Services Section
Division of State Library
109 East Jones St.
Raleigh, North Carolina 27611
Phone 919-733-4477
Administrator: Eunice P. Drum

Media Processing Center
Department of Community Colleges
100 S. Harrington St.
Raleigh, North Carolina 27603
Phone 919-733-7714
Administrator: C. Eugene Hinton

OHIO

Akron-Summit County Library
55 South Main St.
Akron, Ohio 44326
Phone 216-762-7621
Administrator: Mary E. Earle

Rodman Public Library
215 East Broadway St.
Alliance, Ohio 44601
Phone 216-821-1410
Administrator: Harriet F. Miller

The State Library of Ohio
65 South Front St.
Room 1107
Columbus, Ohio 43215
Phone 614-466-8160
Deputy Ass't. State Librarian
for Technical Services:
James W. Fry

Cuyahoga County Public Library
4510 Memphis Ave.
Cleveland, Ohio 44144
Phone 216-398-1800
Administrator: Raymond B. Collins

OREGON

Clackamas County Library
599 Library Court
Oregon City, Oregon 97045
Acting Director: Margaret Charters

SOUTH DAKOTA

I. D. Weeks Library
University of South Dakota
Vermillion, South Dakota 57069
Phone 605-677-5371
Administrator: Joseph J. Edelen

TENNESSEE

Memphis/Shelby County Public Library and Information Center
1850 Peabody Avenue
Memphis, Tennessee 38104
Phone 901-528-2950
Director of Libraries: C. Lamar Wallis

UTAH

Technical Services Division
Utah State Library Commission
2150 South 300 West, Suite 16
Salt Lake City, Utah 84115
Phone 801-533-5875
Administrator: Amy Owen

VERMONT

Department of Libraries
Technical Processing Unit
Montpelier, Vermont 05602
Administrator: Mrs. Marjorie Zunder

WEST VIRGINIA

West Virginia Library Commission
Technical Services Department
Science and Cultural Center
Charleston, West Virginia 25305
Administrator: Judith M. Prosser

WISCONSIN

Southwest Wisconsin Library System
1775 Fourth St.
Fennimore, Wisconsin 53809
Phone 608-822-3393
Director: Mrs. Serena Nelson

Cooperative Educational Service
Agency No. 11 (CESA)
Area Learning Resource Center
205 Main Street
Onalaska, Wisconsin 54650
Contact person: Chet Oien

La Crosse Public Library
800 Main St.
La Crosse, Wisconsin 54601
Contact person: Lare Nischo

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CHAPTER III

ORDERING

The tables in this chapter show the breakdown of ordering activity among the participating libraries.

In addition to the questionnaire data regarding ordering, the survey also determined costs in the ordering function. These costs are primarily based on salaries and the amount of time required to perform this function.

Only two of the libraries surveyed were able to provide recorded time allocations for those staff members involved in each of the technical service categories. There was, however, a good sense among the libraries of the amount of time spent in these activities.

Differences in individual salaries, along with the number of staff involved, account for the major differences in the cost survey tables.

A. Public Libraries

Tables I, II, and III

TABLE I.
NEW TITLES AND DISCOUNTS

Questions: 1. *How many titles do you order annually?*
2. *What is the average discount on materials ordered?*

LIBRARY	TITLES ¹	AVERAGE OVERALL DISCOUNT
Aliquippa	504	37.2%
Ambridge	600	35%
Baden	400	40%
Beaver	550	37.5%
Beaver County Traveling Library	1,400	37.2%
Beaver Falls	1,400	30%
Freedom	200	33%
Midland	500	37.5%
Monaca	450	37.5%
New Brighton	350	37.5%
Rochester	350	37.2%
TOTAL	6,704	36.3%

¹Based primarily on material budgets provided by the System Coordinator and questionnaire interviews. Excludes gift book titles.

The average overall discount for each of the public libraries is acceptable. The libraries have been able to achieve this on an individual basis.

TABLE II.

BUDGETS AND VENDORS

- Questions: 3. Has your materials budget remained at or near the same amount during the last two years?
4. Do you anticipate your materials budget will remain at or near the same amount for the next two years?
5. What percent of materials are ordered through:
 (a) A vendor (Baker & Taylor)?
 (b) Direct through the publisher?

LIBRARY	QUESTION 3		QUESTION 4		QUESTION 5	
	Yes	No	Yes	No	Vendor	Direct
Aliquippa	x		x		95%	5%
Ambridge	x		x		90%	10%
Baden		x (+)		x (+)	85%	15%
Beaver	x		x		80%	20%
Beaver County Traveling Library		x (-) ¹	x		99%	1%
Beaver Falls		x (-)	x		96%	4%
Freedom	x		x		95%	5%
Midland	x		x		90%	10%
Monaca		x (+)	x		95%	5%
New Brighton	x		x		99%	1%
Rochester	x		x		99%	1%
TOTAL	7	4	10	1	93%	7%

¹Includes a decrease in services which were necessary for start-up collection development for the traveling library.

Table II indicates that material budgets have remained relatively stable during the past two years and that there appears to be stability for the next two years. Book jobbers are heavily utilized by the public libraries, and this seems to result in overall high discount rates. Also, there is less in-house record keeping when most materials are acquired from one source.

TABLE III.
ORDERING EXPENDITURES

Question 6: *How many staff members are involved in ordering? or
What is your expenditure for ordering?*

LIBRARY	ORDERING ¹ EXPENDITURE	NEW TITLES ² ORDERED	COST PER TITLE
Aliquippa	\$ 1,955.40	504	\$ 3.88
Ambridge	2,025.92	600	3.38
Baden	733.20	400	1.83
Beaver	767.52	550	1.40
Beaver County Traveling Library	2,723.24	1,400	1.95
Beaver Falls	2,579.52	1,400	1.84
Freedom	152.36	200	.76
Midland	759.00	500	1.52
Monaca	513.24	450	1.14
New Brighton	445.64	350	1.27
Rochester	574.08	350	1.14
TOTAL	\$ 13,229.12	6,704	\$ 1.97

¹ Includes staff time involved in selecting, typing of orders, and
and billing.

² Supplied by Table I, p. 23. Excludes gift book titles.

As noted earlier, staff time and salaries, along with
the number of items ordered, account for the differences in cost
per library. The overall ordering costs appear to be conservative.

B. School Libraries

Tables IV, V, and VI

TABLE IV.
NEW TITLES AND DISCOUNTS

Questions: 1. *How many titles do you order annually?*
2. *What is the average discount on materials ordered?*

LIBRARY	TITLES	AVERAGE OVERALL DISCOUNT
Aliquippa High School	400	37.3%
Ambridge High School	300	30%
Beaver Area High School	250	30%
Beaver Falls High School	300	35%
Blackhawk High School	800	35%
Center High School	300	33%
Freedom High School	150	33.3%
Hopewell High School	300	33.3%
Lincoln High School	250	37.5%
Monaca Jr.-Sr. High School	300	37.5%
New Brighton High School	300	33.3%
Rochester High School	650	33%
South Side High School	300	33%
Western Beaver County Jr.-Sr. High School	400	33%
TOTAL	5,000	33.8%

The overall school library discounts (33.8%) are comparable to the public libraries (36.3%).

TABLE V.
BUDGETS AND VENDORS

- Questions: 3. Has your materials budget remained at or near the same amount during the last two years?
4. Do you anticipate your materials budget will remain at or near the same amount for the next two years?
5. What percent of materials are ordered through:
(a) A vendor (Baker & Taylor)?
(b) Direct through the publisher?

LIBRARY	QUESTION 3		QUESTION 4		QUESTION 5	
	Yes	No	Yes	No	Vendor	Direct
Aliquippa H. S.	x		x		98%	2%
Ambridge H. S.		x (-)	x		10%	90%
Beaver Area H. S.	x		x		50%	50%
Beaver Falls H. S.	x		x		50%	50%
Blackhawk H. S.		x (-)	x		90%	10%
Center H. S.		x (-)		x (-)	60%	40%
Freedom High School	x		x		99%	1%
Hopewell H. S.	x		x		98%	2%
Lincoln H. S.	x			x (-)	90%	10%
Monaca Jr.-Sr. H.S.	x		x		75%	25%
New Brighton H. S.	x		x		95%	5%
Rochester H. S.	x		x		95%	5%
South Side H. S.	x		x		70%	30%
Western Beaver Cty. Jr.-Sr. H. S.	x		x		90%	10%
TOTAL	11	3	12	2	76%	24%

As with the public libraries, the school library material budgets have remained stable. There is, however, a marked difference in the use of a vendor. The public libraries utilize a vendor 93% of the time, while the school libraries' overall average is 76%. This could account for the slight difference in overall discount.

TABLE VI.
ORDERING EXPENDITURES

Question 6: How many staff members are involved in ordering? or
What is your expenditure for ordering?

LIBRARY	ORDERING ¹ EXPENDITURE	NEW TITLES ORDERED	COST PER TITLE
Aliquippa H. S.	\$ 1,472.00	400	\$ 3.68
Ambridge H. S.	1,560.00	300	5.20
Beaver Area H. S.	1,840.00	250	7.36
Beaver Falls H. S.	1,079.20	300	3.60
Blackhawk H. S.	1,780.00	800	2.23
Center H. S.	1,656.00	300	5.52
Freedom H. S.	797.28	150	5.32
Hopewell H. S.	1,104.00	300	3.68
Lincoln H. S.	1,104.00	250	4.42
Monaca Jr.-Sr. H. S.	920.00	300	3.07
New Brighton H. S.	928.80	300	3.10
Rochester H. S.	2,832.80	650	4.36
South Side H. S.	1,210.40	300	4.03
Western Beaver Cty. Jr.-Sr. H. S.	1,380.00	400	3.45
TOTAL	\$ 18,560.48	5,000	\$ 3.71

¹ Includes staff time involved in selection, typing of orders, and billing.

There is a wide difference of opinion among the school libraries on utilizing student assistants. Some libraries responded that it takes more time and effort to train students than if staff perform all aspects of ordering, including typing of orders. Other libraries rely quite heavily on student aides and stated that they could not survive without them.

As in all libraries, the librarian's time in material selection remains the major expenditure in ordering.

C. Academic and Special Libraries

Tables VII, VIII, and IX

TABLE VII.
NEW TITLES AND DISCOUNTS

Questions: 1. How many titles do you order annually?
2. What is the average discount on materials ordered?

LIBRARY	TITLES	AVERAGE OVERALL DISCOUNT
ARCO Polymers	100	10%
Beaver Campus, Penn State University	925 -	ordered through main campus library
Beaver County Law Library	20	15%
Community College of Beaver County	1,800	30%
Geneva College	1,903	17%
Health Science Library - Med. Center of Beaver Cty.	100	10%
Michael Baker Jr., Inc.	100	15%
St. Joe Material Corp.	350	10%
TOTAL	5,298	15.2%

There is a substantial difference in overall discount between the academic and special libraries when compared to the public and school libraries. The reason for this is the type of materials ordered. Even though there is a heavy

reliance on vendors, technical, university press, and other specialized subjects normally range in discount from zero to ten percent. When mixed with the standard trade materials discount of 37.5 percent, the academic and special libraries' overall discount is within the national average. One librarian felt vendor service was more important than discount.

TABLE VIII.
BUDGETS AND VENDORS

- Questions: 3. Has your materials budget remained at or near the same amount during the last two years?
4. Do you anticipate your materials budget will remain at or near the same amount for the next two years?
5. What percent of materials are ordered through:
(a) A vendor (Baker & Taylor)?
(b) Direct through the publisher?

LIBRARY	QUESTION 3		QUESTION 4		QUESTION 5	
	Yes	No	Yes	No	Vendor	Direct
ARCO Polymers	x			x (+)	95%	5%
Beaver Campus, Penn State Univ.	x		x		90%	10%
Beaver County Law Library	x		x		0%	100%
Community College of Beaver County	x		x		98%	2%
Geneva College		x (+)		x (+)	75%	25%
Health Science Library-Med. Ctr. of Beaver County	x		x		90%	10%
Michael Baker Jr., Inc.	x		x		0%	100%
St. Joe Material Corp.		x (+)		x (+)	90%	10%
TOTAL	6	2	5	3	67%	32%

Unlike the public and school libraries, the academic and special libraries had no decreases in their material budgets.

TABLE IX.
ORDERING EXPENDITURES

Question 6: How many staff members are involved in ordering? or
What is your expenditure for ordering?

LIBRARY	ORDERING EXPENDITURE	NEW TITLES ORDERED	COST PER TITLE
ARCO Polymers	\$ 373.88	100	\$ 3.74
Beaver Campus, Penn State Univ.	4,349.80 ¹	925	4.70
Beaver County Law Library	71.64	20	3.58
Community College of Beaver County	4,211.68	1,800	2.34
Geneva College	9,980.00	1,903	5.24
Health Science Library-Med. Ctr. of Beaver County	368.42	100	3.68
Michael Baker Jr., Inc.	332.44	100	3.32
St. Joe Material Corp.	963.48 ²	350	2.85
TOTAL	\$ 20,651.34	5,298	\$ 3.89

¹ Beaver Campus in-house activity does not include main campus expenditure.

² Activity for book material only.

The academic and special libraries recorded the highest per cost expenditure for ordering activity. Because the cost of individual materials in these libraries is higher than in the public and school libraries, there tends to be more time devoted

to selection. As one librarian pointed out, "when selecting a book that costs \$50 or more, I don't want to make a mistake, therefore I try to read as many reviews as possible before I make a selection."

TABLE X.
SUMMARY OF ORDERING EXPENDITURES
BY TYPE OF LIBRARY

LIBRARY	OPERATING EXPENDITURE	NEW TITLES ORDERED	COST PER TITLE
Public	\$ 13,229.12	6,704	\$ 1.97
School	\$ 18,560.48	5,000	\$ 3.71
Academic and Special	\$ 20,651.34	5,298	\$ 3.89

CHAPTER IV

CATALOGUING

As in all libraries, the cataloguing function is the most time consuming and expensive. Cataloguing data includes the following expenditures: personnel, cards, and, when applicable, card kits and services.

Because of their size, most of the libraries surveyed do not maintain a separate cataloguing department. In fact, only two public libraries and one academic library maintain full time cataloguing staffs.

In addition to public service activities (such as circulation, reference, and public relations), the librarian in most of the libraries is completely responsible for all three technical service functions (ordering, cataloguing, and processing). Several of the libraries reported that they did have a library aide, student, or office secretary to assist in typing card sets. Through the personal on-site questionnaire interviews, the consultant was able to ascertain the average amounts of time spent in the cataloguing function. There was a surprising amount of consistency in time spent on cataloguing. Variances in overall costs are due primarily to salary differentiations.

A. Public Libraries

Tables XI, XII, XIII, and XIV

TABLE XI.
TITLES AND VOLUMES CATALOGUED

- Questions: 7. *How many titles are catalogued annually?*
8. *How many volumes are catalogued annually?*
10. *How many volumes are catalogued originally?*

LIBRARY	QUESTION 7	QUESTION 8	QUESTION 10
Aliquippa	1,601	2,753	160
Ambridge	1,400	1,555	350
Baden	1,200	1,296	240
Beaver	1,000	1,300	300
Beaver County Traveling Library	1,400	1,500	140
Beaver Falls	1,703	1,891	494
Freedom	220	251	20
Midland	650	700	195
Monaca	800	1,084	400
New Brighton	600	629	300
Rochester	509	534	300
TOTAL	11,083	13,493	2,899

Titles catalogued annually, in some cases, are higher than new titles ordered, since many of the public libraries

receive substantial amounts of gift books each year. Volumes catalogued annually tend to be higher than the overall titles catalogued because of some duplication and sets such as encyclopedias. Titles catalogued originally include those items that have no card sets, CIP (Cataloguing In Publication) data, or other cataloguing information.

TABLE XII.
CIP - CARD PRODUCTION - AVERAGE CARDS

- Questions: 9. Is CIP (Cataloguing in Publication) data utilized?
 ___ Yes, ___ No.
11. What method is used to produce card sets?
 ___ Typed, ___ Xeroxed, ___ Other.
12. What is the average number of cards per title?

LIBRARY	QUESTION 9		QUESTION 11			QUESTION 12
	Yes	No	Typed	Xerox	Other	
Aliquippa	x		x	x	OCLC	5
Ambridge	x		x			4
Baden	x		x			5
Beaver	x		x			4
Beaver County Traveling Library	x		x		OCLC	5
Beaver Falls	x		x			5
Freedom	x		x			4
Midland	x		x			4
Monaca	x		x	x		5
New Brighton	x		x			4
Rochester	x		x			5
TOTAL	11		11	2	2	4.5

Each of the public libraries utilize CIP data and in so doing accept Library of Congress cataloguing data. All libraries type card sets, while two use xerox and two, OCLC. Some of

the libraries also receive card sets from commercial vendors.
Average cards per set is consistent among each of the libraries.

TABLE XIII.
CLASSIFICATION -
SUBJECT HEADINGS - NON-BOOK

- Questions: 13. What classification scheme is used?
 ___ Dewey, ___ Library of Congress, ___ Other.
 14. What subject headings are utilized?
 ___ Sears, ___ Library of Congress, ___ Other.
 15. How many non-book materials are purchased?
 ___ Phonorecords, ___ Filmstrips, ___ Motion Pictures,
 ___ Other.

LIBRARY	QUESTION 13			QUESTION 14			QUESTION 15 Non-Book Materials
	Dewey	LC	Other	Sears	LC	Other	
Aliquippa	x				x		45
Ambridge	x			x			0
Baden	x			x			12
Beaver	x			x			100
Beaver County Traveling Library	x				x		0
Beaver Falls	x			x	x		100
Freedom	x			x	x		30
Midland	x			x			50
Monaca	x			x	x		0
New Brighton	x			x			5
Rochester	x			x			0
TOTAL	11			9	5		342

Dewey is the classification scheme utilized by each of the libraries. Nine libraries use Sears subject headings, two use both Sears and Library of Congress, and two libraries use Library of Congress exclusively.

It is interesting to note that those libraries using CIP (Cataloguing In Publication) data are using the Library of Congress subject headings. One librarian noted that there was more inconsistency between the various editions of Sears than in using Library of Congress headings.

Barbara Markuson, Director of the Indiana Cooperative Library Services Authority (INCOLSA) finds that there is little difference between the Sears and Library of Congress subject headings. As a result, all libraries in the Indiana Cooperative Processing Center at Crawfordsville use Library of Congress headings. In addition, all 65 libraries participating in the State Library of Ohio Processing Center utilize Library of Congress subject headings. This is essential in order to establish consistency and standardization.

It might also be noted that the Ohio College Library Center does not use Sears subject headings among its more than 900 library membership.

The nonbook materials in the libraries consist mainly of phonorecords and are not catalogued in the traditional sense. Most nonbook items are only assigned accession numbers.

TABLE XIV.
CATALOGUING EXPENDITURE

Question: 16. How many staff are involved in cataloguing? or
What is your overall expenditure for cataloguing?

LIBRARY	CATALOGUING EXPENDITURE	VOLUMES CATALOGUED	COST PER VOLUME
Aliquippa	\$ 16,442.20	2,753	\$ 5.97
Ambridge	4,385.56	1,555	2.82
Baden	3,353.80	1,296	2.59
Beaver	4,218.54	1,300	3.25
Beaver County Traveling Library	3,222.72	1,500	2.15
Beaver Falls	12,038.00	1,891	6.37
Freedom	487.40	251	1.94
Midland	2,326.80	700	3.32
Monaca	2,083.12	1,084	1.92
New Brighton	2,164.24	629	3.44
Rochester	936.00	534	1.75
TOTAL	\$ 51,658.38	13,493	\$ 3.83

B. School Libraries

Tables XV, XVI, XVII, and XVIII

TABLE XV.
TITLES AND VOLUMES CATALOGUED

- Questions: 7. *How many titles are catalogued annually?*
8. *How many volumes are catalogued annually?*
10. *How many volumes are catalogued originally?*

LIBRARY	QUESTION 7	QUESTION 8	QUESTION 10
Aliquippa H. S.	400	400	20
Ambridge H. S.	300	325	50
Beaver Area H. S.	500	500	250
Beaver Falls H. S.	300	325	70
Blackhawk H. S.	800	800	300
Center H. S.	300	300	45
Freedom H. S.	150	180	70
Hopewell H. S.	300	325	100
Lincoln H. S.	250	250	250
Monaca Jr.-Sr. H.S.	300	350	90
New Brighton H. S.	300	325	60
Rochester H. S.	650	700	350
South Side H. S.	300	325	150
Western Beaver Cty. Jr.-Sr. H. S.	400	450	22
TOTAL	5,250	5,555	1,827

There is a closer ratio to the number of titles ordered and catalogued among the school libraries than the public libraries. This is primarily due to the large number of gift books that are received by the public libraries.

TABLE XVI.

CIP - CARD PRODUCTION - AVERAGE CARDS

- Questions: 9. Is CIP (Cataloguing in Publication) data utilized?
 ___ Yes, ___ No.
11. What method is used to produce card sets?
 ___ Typed, ___ Xeroxed, ___ Other.
12. What is the average number of cards per title?

LIBRARY	QUESTION 9		QUESTION 11			QUESTION 12
	Yes	No	Typed	Xerox	Other	
Aliquippa H. S.	x		x			5
Ambridge H. S.	x		x			4
Beaver Area H.S.	x		x			5
Beaver Falls H.S.	x		x			5
Blackhawk H. S.	x			x		6
Center H. S.	x		x			4
Freedom H. S.		x	x			6
Hopewell H. S.	x		x			4
Lincoln H. S.		x	x			4
Monaca Jr.-Sr. H. S.		x	x			4
New Brighton H.S.	x		x			5
Rochester H. S.		x	x			4
South Side H. S.		x	x			4
Western Beaver Cty. Jr.-Sr. H.S.	x		x			5
TOTAL	9	5	13	1		4.6

Five of the libraries do not utilize Cataloguing In Publication data. They indicate it requires too much modification to meet their individual library needs.

All card sets are typed, with the exception of one library.

The average number of cards (4.6) per set is nearly equivalent to the public libraries (4.5).

TABLE XVII.
CLASSIFICATION -
SUBJECT HEADINGS - NON-BOOK

- Questions: 13. What classification scheme is used?
 ___ Dewey, ___ Library of Congress, ___ Other.
 14. What subject headings are utilized?
 ___ Sears, ___ Library of Congress, ___ Other.
 15. How many non-book materials are purchased?
 ___ Phonorecords, ___ Filmstrips, ___ Motion Pictures,
 ___ Other.

LIBRARY	QUESTION 13			QUESTION 14			QUESTION 15 Non-Book Materials
	Dewey	LC	Other	Sears	LC	Other	
Aliquippa H. S.	x			x			0
Ambridge H. S.	x			x			30
Beaver Area H.S.	x			x			40
Beaver Falls H.S.	x			x			
Blackhawk H. S.	x			x			560
Center H. S.	x			x			A-V Director
Freedom H. S.	x			x			0
Hopewell H. S.	x			x			20
Lincoln H. S.	x			x			50
Monaca Jr.-Sr. H. S.	x			x			45
New Brighton H.S.	x			x			30
Rochester H. S.	x			x			0
South Side H. S.	x			x			225
Western Beaver Cty. Jr.-Sr.H.S.	x			x			A-V Director
TOTAL	14			14			1,000

Each of the school libraries use the Dewey classification and Sears subject headings schemes.

Presently Sears subject headings are used by the majority of school libraries in the United States.

There is a difference in the number of nonbook items purchased when compared to the public libraries. This is normal; emphasis is also placed on nonbook teaching aids.

TABLE XVIII.
CATALOGUING EXPENDITURE

Question: 16. *How many staff are involved in cataloguing? or
What is your overall expenditure for cataloguing?*

LIBRARY	CATALOGUING EXPENDITURE	VOLUMES CATALOGUED	COST PER VOLUME
Aliquippa H. S.	\$ 1,036.20	400	\$ 2.59
Ambridge H. S.	1,727.50	325	5.32
Beaver Area H.S.	1,588.80	500	3.18
Beaver Falls H.S.	1,615.20	325	4.97
Blackhawk H. S.	3,668.78	800	4.59
Center H. S.	1,753.50	300	5.85
Freedom H. S.	804.80	180	4.47
Hopewell H. S.	1,262.00	325	3.88
Lincoln H. S.	1,284.80	250	5.14
Monaca Jr.-Sr. H. S.	1,545.90	350	4.42
New Brighton H.S.	1,428.00	325	4.39
Rochester H. S.	3,252.50	700	4.65
South Side H. S.	1,682.10	325	5.18
Western Beaver Cty. Jr.-Sr. H.S.	1,536.00	450	3.41
TOTAL	\$ 24,186.08	5,555	\$ 4.35

Cataloguing costs vary depending on staff time, salaries and utilization of student aides. Included in the cataloguing costs, along with personnel, are card kits where applicable.

C. Academic and Special Libraries

Tables XIX, XX, XXI, and XXII

TABLE XIX.
TITLES AND VOLUMES CATALOGUED

- Questions: 7. *How many titles are catalogued annually?*
8. *How many volumes are catalogued annually?*
10. *How many volumes are catalogued originally?*

LIBRARY	QUESTION 7	QUESTION 8	QUESTION 10
ARCO Polymers	100	100	10
Beaver Campus, Penn State Univ.	950	1,000	50 (provided by main campus)
Beaver County Law Library	20	20	20
Community College of Beaver County	2,000	2,200	220
Geneva College	1,903	2,659	250
Health Science Library-Med. Ctr. of Beaver County	100	125	19
Michael Baker Jr., Inc.	100	125	25
St. Joe Material Corp.	350	380	342
TOTAL	5,523	6,609	936

The volume and title ratios are consistent with those
of the public and school libraries.

TABLE XX.
CIP - CARD PRODUCTION - AVERAGE CARDS

- Questions: 9. Is CIP (Cataloguing in Publication) data utilized?
 ___ Yes, ___ No.
11. What method is used to produce card sets?
 ___ Typed, ___ Xeroxed, ___ Other.
12. What is the average number of cards per title?

LIBRARY	QUESTION 9		QUESTION 11			QUESTION 12
	Yes	No	Typed	Xerox	Other	
ARCO Polymers	x			x		6
Beaver Campus, Penn State Univ.	x				x	5
Beaver County Law Library	x		x			4
Community College of Beaver County	x		x			5
Geneva College	x		x	x	x	7
Health Science Library-Med. Ctr. of Beaver County	x		x			7
Michael Baker Jr., Inc.	x				x	5
St. Joe Material Corp.	x		x			5
TOTAL	8		5	2	3	5.5

Each of the academic and special libraries use Cataloguing In Publication data. One library modifies this information for its collection.

Like the public and school libraries, most in-house produced card sets are typed.

The number of cards per set is higher than the public and school libraries because of a greater number of subject cards.

TABLE XXI.
CLASSIFICATION -
SUBJECT HEADINGS - NON-BOOK

- Questions: 13. What classification scheme is used?
 ___ Dewey, ___ Library of Congress, ___ Other.
 14. What subject headings are utilized?
 ___ Sears, ___ Library of Congress, ___ Other.
 15. How many non-book materials are purchased?
 ___ Phonorecords, ___ Filmstrips, ___ Motion Pictures,
 ___ Other.

LIBRARY	QUESTION 13			QUESTION 14			QUESTION 15 Non-Book Materials
	Dewey	LC	Other	Sears	LC	Other	
ARCO Polymers		x			x		0
Beaver Campus, Penn State Univ.		x			x		85
Beaver County Law Library			x*			x**	0
Community College of Beaver County	x				x		75
Geneva College		x			x		105
Health Science Library-Med. Ctr. of Beaver County		x			x		24
Michael Baker Jr., Inc.		x	x		x		0
St. Joe Material Corp.	x			x			0 ¹
TOTAL	2	5	2	1	6	1	289

¹Excludes annual reports, patents, etc.

* alphabetical

** Columbia Law Library

There is a difference in the use of Library of Congress classification scheme and Library of Congress subject headings when compared to the public and school libraries. Each of the libraries in this category, except two, utilize the Library of Congress subject headings.

The number of nonbook items are comparable to those of the public libraries.

TABLE XXII.
CATALOGUING EXPENDITURE

Question: 16. *How many staff are involved in cataloguing? or
What is your overall expenditure for cataloguing?*

LIBRARY	CATALOGUING EXPENDITURE	VOLUMES CATALOGUED	COST PER VOLUME
ARCO Polymers	\$ 431.40	100	\$ 4.31
Beaver Campus, Penn State Univ.	service provided by main campus		
Beaver County Law Library	83.04	20	4.15
Community College of Beaver County	7,054.00	2,200	3.21
Geneva College	20,820.00	2,659	7.83
Health Science Library-Med. Ctr. of Beaver County	581.22	125	4.65
Michael Baker Jr., Inc.	525.12	125	4.20
St. Joe Material Corp.	1,774.76	380	4.67
TOTAL	\$ 31,269.54	5,609	\$ 5.57

Overall cataloguing costs are higher for this group than the public and school libraries. Personnel and the difficulty of materials catalogued make this an unavoidable fact. Nationally, cataloguing costs are considerably higher for academic and special libraries than for public and school.

TABLE XXIII.
SUMMARY OF CATALOGUING EXPENDITURES
BY TYPE OF LIBRARY

LIBRARY	OPERATING EXPENDITURE	VOLUMES CATALOGUED	COST PER VOLUME
Public	\$ 51,658.38	13,493	\$ 3.83
School	\$ 24,186.08	5,555	\$ 4.35
Academic and Special	\$ 31,269.54	5,609	\$ 5.57

CHAPTER V

PROCESSING

Processing is the last step in the library material technical service functions. As in the cataloguing function, most of the libraries do not maintain separate processing departments. This tends to be a part-time activity of the librarian or library assistant. In the school libraries and the one academic library, this function is performed by students under the guidance of the librarian.

A. Public Libraries

Tables XXIV and XXV

TABLE XXIV.
PLASTIC COVERS - LABELS - COOPERATION

- Questions: 18. What percent of the volumes receive plastic covers?
 19. How are the spine labels produced?
 Hand printed on book, ___ Type and stick
 Labels, ___ Other.
 20. Would your library consider participating in a
 cooperative processing program?
 ___ Yes, ___ No.

LIBRARY	QUESTION 18 % plastic covers	QUESTION 19			QUESTION 20	
		Hand Printed	Typed	Other	Yes	No
Aliquippa	90%		x		x	
Ambridge	95%		x			x
Baden	90%		x		x	
Beaver	85%		x		x	
Beaver County Traveling Library	95%		x		x	
Beaver Falls	90%			x	x	
Freedom	95%		x		x	
Midland	95%	x			x	
Monaca	95%			x	x	
New Brighton	90%	x	x		x	
Rochester	95%		x		x	
TOTAL	92%	2	8	2	10	1

Public libraries tend to use plastic jackets more frequently than school or academic and special libraries. Table 24 confirms this fact.

The majority of public libraries also use the type and stick label method.

Of the eleven public libraries surveyed, only one indicated no interest in a centralized program. A reason for this is that the cards produced by a centralized center would not be compatible to that library's present Kardex filing system. The other libraries expressed an interest in participating in a cooperative program. One librarian indicated her board president has been in favor of such a venture for years. There was some concern expressed that a cooperative center might reduce the present staff. In general, the overall reaction to a cooperative program among the public libraries was highly favorable.

TABLE XXV.
PROCESSING EXPENDITURES

Question: 17. How many staff are involved in processing? (Application of book pockets, labels, plastic covers) or
What is your overall expenditure for processing?

LIBRARY	PROCESSING EXPENDITURE	VOLUMES PROCESSED	COST PER VOLUME
Aliquippa	\$ 4,344.00	2,753	\$ 1.58
Ambridge	1,104.24	1,555	.71
Baden	1,990.20	1,296	1.54
Beaver	1,833.04	1,300	1.41
Beaver County Traveling Library	744.36	1,500	.50
Beaver Falls	2,795.80	1,891	1.48
Freedom	269.60	251	1.07
Midland	1,104.80	700	1.58
Monaca	895.40	1,084	.83
New Brighton	549.88	629	.87
Rochester	778.32	534	1.46
TOTAL	\$ 16,409.64	13,493	\$ 1.22

B. School Libraries

Tables XXVI and XXVII

TABLE XXVI.
PLASTIC COVERS - LABELS - COOPERATION

- Questions: 18. What percent of the volumes receive plastic covers?
 19. How are the spine labels produced?
 Hand printed on book, ___ Type and stick
 labels, ___ Other.
 20. Would your library consider participating in a
 cooperative processing program?
 ___ Yes, ___ No.

LIBRARY	QUESTION 18 % plastic covers	QUESTION 19			QUESTION 20	
		Hand Printed	Typed	Other	Yes	No
Aliquippa H. S.	95%		x		x	
Ambridge H.S.	85%	x			x	
Beaver Area H.S.	50%		x		x	
Beaver Falls H.S.	90%			x		x
Blackhawk H.S.	60%		x			x
Center H. S.	85%	x	x			x
Freedom H.S.	90%		x		x	
Hopewell H.S.	95%		x		x	
Lincoln H.S.	95%	x			x	
Monaca Jr.-Sr. H.S.	90%		x		x	
New Brighton H.S.	50%		x		x	
Rochester H.S.	95%	x	x		x	
South Side H.S.	95%	x	x		x	
Western Beaver Cty. Jr.-Sr. H.S.	80%		x			x
TOTAL	82.5%	5	11	1	10	4

Of the fourteen school libraries surveyed, four indicated they would not consider participating in a cooperative center. The reasons ranged from a feeling that no savings would result from such a venture to the effect a cooperative center might have in reduction of staff.

One librarian had worked with a cooperative program in New York State which provided excellent service.

It must be understood that the consideration in cooperating is not a commitment, but rather a willingness on the part of the librarian to explore the possibility. Overall, this willingness is apparent among the school libraries.

TABLE XXVII.
PROCESSING EXPENDITURES

Question: 17. How many staff are involved in processing? (Application of book pockets, labels, plastic covers) or
What is your overall expenditure for processing?

LIBRARY	PROCESSING EXPENDITURE	VOLUMES PROCESSED	COST PER VOLUME
Aliquippa H. S.	\$ 761.00	400	\$ 1.90
Ambridge H. S.	1,115.00	325	3.43
Beaver Area H.S.	1,007.20	500	2.01
Beaver Falls H.S.	328.00	325	1.01
Blackhawk H. S.	904.00	800	1.13
Center H. S.	602.00	300	2.00
Freedom H. S.	263.08	180	1.46
Hopewell H. S.	418.00	325	1.29
Lincoln H. S.	230.80	250	.92
Monaca Jr.-Sr. H. S.	560.00	350	1.60
New Brighton H.S.	409.60	325	1.26
Rochester H. S.	796.00	700	1.14
South Side H. S.	733.20	325	2.26
Western Beaver Cty. Jr.-Sr. H.S.	1,020.00	450	2.27
TOTAL	\$ 9,147.88	5,555	\$ 1.65

As mentioned earlier, there was a wide difference of opinion in the use of students in the processing function. School library processing costs are comparable to the public, and academic and special libraries.

C. Academic and Special Libraries

Tables XXVIII and XXIX

TABLE XXVIII.

PLASTIC COVERS - LABELS - COOPERATION

- Questions: 18. What percent of the volumes receive plastic covers?
 19. How are the spine labels produced?
 Hand printed on book, ___ Type and stick
 Labels, ___ Other.
 20. Would your library consider participating in a
 cooperative processing program?
 ___ Yes, ___ No.

LIBRARY	QUESTION 18 % plastic covers	QUESTION 19			QUESTION 20	
		Hand Printed	Typed	Other	Yes	No
ARCO Polymers	0%		x		x	
Beaver Campus, Penn State Univ.	70%		x			x
Beaver County Law Library	0%					x
Community College of Beaver County	90%		x		x	
Geneva College	70%		x		x	
Health Science Library-Med. Ctr. of Beaver County	0%	x	x		x	
Michael Baker Jr.	0%		x		x	
St. Joe Mat'l Corp.	50%	x	x		x	
TOTAL	35%	2	7		6	2

Although the Penn State Beaver Campus librarian favored a local processing cooperative, the main campus library already provides this service for her library. The Geneva College library has recently become a member of OCLC, but was willing to consider ways to participate in a cooperative program if one were to develop. The overall consensus was a willingness to discuss and consider such a cooperative program.

TABLE XXIX.
PROCESSING EXPENDITURES

Question: 17. How many staff are involved in processing? (Application of book pockets, labels, plastic covers) or What is your overall expenditure for processing?

LIBRARY	PROCESSING EXPENDITURE	VOLUMES PROCESSED	COST PER VOLUME
ARCO Polymers	\$ 222.56	100	\$ 1.78
Beaver Campus, Penn State Univ.	Service by main campus library.		
Beaver County Law Library	6.00 ¹	20	.30
Community College of Beaver County	881.00	2,200	.40
Geneva College	5,284.00	2,659	1.99
Health Science Library-Med. Ctr. of Beaver County	172.40	125	1.38
Michael Baker Jr., Inc.	181.28	125	1.45
St. Joe Mat'l Corp.	680.88	380	1.79
TOTAL	\$ 7,428.12	5,609	\$ 1.32

¹Materials receive no book pockets, labels, or plastic covers.

Overall processing costs are consistent with the public and school libraries.

TABLE XXX.
SUMMARY OF PROCESSING EXPENDITURES
BY TYPE OF LIBRARY

LIBRARY	OPERATING EXPENDITURE	VOLUMES PROCESSED	COST PER VOLUME
Public	\$ 16,409.64	13,493	\$ 1.22
School	\$ 9,147.88	5,555	\$ 1.65
Academic and Special	\$ 7,428.12	5,609	\$ 1.32

TABLE XXXI.
SUMMARY -
COMBINED CATALOGUING AND PROCESSING
EXPENDITURES

FUNCTION	COST PER VOLUME		
	Public	School	Academic and Special
Cataloguing	\$ 3.83	\$ 4.35	\$ 5.57
Processing	<u>1.22</u>	<u>1.65</u>	<u>1.32</u>
Total	\$ 5.05	\$ 6.00	\$ 6.89

CHAPTER VI

RECOMMENDATIONS AND ALTERNATIVES

The following recommendations and alternatives are based on the collection and analysis of information provided in the preceding chapters.

Based on the technical service cost presently expended by the Beaver County libraries and a willingness among the majority of libraries to consider participation in a cooperative processing center, it is recommended that:

1. A centralized processing center be established for the libraries of Beaver County.
2. At the present time, ordering activities remain at the local level. When OCLC offers its on-line acquisition system, this recommendation could be reconsidered.

It is further recommended that:

1. A Technical Services Advisory Council be appointed to consist of members of the participating libraries and a member of

the Public Library Commission.

The Technical Service Advisory Council would:

- (1) develop standards for cataloguing and processing;
- (2) establish a financial pattern for the center's establishment and maintenance.

Through a centralized cooperative program, a definite cost savings could be gained in both the cataloguing and processing functions.

The B. F. Jones Memorial Library location has been successfully utilizing the Ohio College Library Center's bibliographic on-line cataloguing system for over a year. Through this system, the library has achieved a high standard and level of cataloguing at an economical cost.

The following OCLC cost information model is based on full utilization of one OCLC terminal located at the B. F. Jones Memorial Library. If more or less than 7,000 titles were catalogued annually, adjustments could be made accordingly. OCLC maintains that 7,000 titles can be catalogued annually and that on a title-to-volume ratio 15,000 volumes.

OCCLC Estimated Expenditure

<u>Category</u>	<u>Full Year</u>
Line change	\$ 1,877.00
Data Set	\$ 1,015.00
	\$ 2,892.00
Terminal Maintenance	\$ 396.00
First time uses 7,000 x \$1.20	\$ 8,400.00
Catalog Card Change	
7,000 titles x 5 cards set x \$.06	\$ 2,100.00
	\$ 13,788.00
Personnel Expenditure	
Two operators	\$ 18,000.00
	\$ 31,788.00

$$\text{\$ } 31,788.00 \div 15,000 \text{ volumes} = \text{\$ } 2.11 \text{ per volume}$$

Estimated Processing Expenditure	
Personnel: Two book processors	\$ 12,000.00
Supplies (est.)	\$ 1,200.00
	\$ 13,200.00

$$\text{\$ } 13,200.00 \div 15,000 \text{ volumes} = \text{\$ } .88 \text{ per volume}$$

Participating libraries would be offered the alternative of either full cataloguing and physical processing of library materials or complete card sets with cataloguing and classification information.

The cooperative center would provide a cost saving alternative in that the libraries need not duplicate technical processing in their own libraries.

The cost saving benefits are substantial, but there are other benefits to consider. In addition to freeing staff for more public service activity, the cooperative center would provide a union listing of the new books acquired by the participating libraries. This would greatly enhance the interlibrary loan services among the Beaver County libraries.

A cooperative cataloguing program would be beneficial to all libraries. The implementation and success of a cooperative program will depend on the willingness of the participants and local authorities to fully support the program.

APPENDIX A

Questionnaire Used In Survey

Beaver County Libraries
Technical Service

Questionnaire

Library _____

Address _____

Name of Person Responding _____

1. How many titles do you order annually?
2. What is the average discount on materials ordered?
3. Has your materials budget remained at or near the same amount during the last two years?

☐ Yes
☐ No
4. Do you anticipate your materials budget will remain at or near the same amount for the next two years?

☐ Yes
☐ No
5. What percent of materials are ordered through:

(a) A vendor (Baker & Taylor)? _____
(b) Direct through the publisher? _____
6. How many staff members are involved in ordering?
7. How many titles are cataloged annually?

☐ Adult
☐ Juvenile
8. How many volumes are cataloged annually?

☐ Adult
☐ Juvenile

82

9. Is CIP (Cataloging in Publication) data utilized?

_____ Yes
_____ No

10. How many titles are cataloged originally?

_____ Adult
_____ Juvenile

11. What method is used to produce card sets?

_____ Typed
_____ Xeroxed
_____ Other (Please indicate)

12. What is the average number of cards per title?

13. What classification scheme is used?

_____ Dewey
_____ Library of Congress
_____ Other (Please indicate)

14. What subject headings are utilized?

_____ Sears
_____ Library of Congress
_____ Other (Please indicate)

15. How many non-book materials are purchased?

_____ Phonorecords
_____ Filmstrips
_____ Motion Pictures
_____ Other (Please indicate)

16. How many staff are involved in cataloging?

17. How many staff are involved in processing? (Application of book pockets, labels, plastic covers)

18. What percent of the volumes receive plastic covers?

19. How are the spine labels produced?

☐ Hand printed on book
☐ Type and stick labels
☐ Other (Please indicate)

20. Would your library consider participating in a cooperative processing program?

☐ Yes
☐ No

APPENDIX B

Letters Used In Survey

August 22, 1977

The Beaver County Federated Library System has employed me as a consultant to study the different cataloging, processing and purchasing functions of the libraries in Beaver County. Based on this study, I will be able to make specific recommendations as to the feasibility of either consolidating or coordinating activities which would utilize the Ohio College Library Center bibliographic network capabilities.

After a preliminary meeting in July with Mr. Frank E. Virostek, System Coordinator, and visits to numerous Beaver County libraries, I am undertaking the survey portion of the study. In addition to answering the enclosed survey questionnaire, I will need to gather information regarding salaries, fringe benefits and supply expenditures for those involved in technical service activities. This information can be supplied when I visit your library in September. I will collect and review your questionnaire with you when I visit your library during the week of the 5th or 26th of September.

I look forward to working with you and thank you for assisting in this study.

Sincerely,

JWF:LJ
Enc. (1)

James W. Fry
Consultant
Beaver County Federated Library
System, Technical Service
Feasibility Study

October 7, 1977

(address)

Dear

Both Frank E. Virostek and I would like to express our sincere appreciation for your cooperation in completing the Beaver County Technical Service questionnaire. Your cooperation has been invaluable in providing vital information necessary to conduct this feasibility study.

We look forward to presenting and discussing the results of the survey to you in mid-November. The exact date and place will be confirmed later.

Once again, thank you for your time and cooperation.

Sincerely,

James W. Fry, Consultant
Beaver County Federation Library System
Technical Service Feasibility Study

JWF:lk